

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Technician (Carpenter/Maintenance) #184478

ANNOUNCEMENT NO. 122-2015

SALARY: WS-210 / Minimum \$22,069 / Maximum \$45,136 annually

LOCATION: LANG-GL, Gillis W. Long Center, Carville, La.

OPEN: 14 October 2015

CLOSE: 28 October 2015

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Ability to work and communicate effectively with peers, superiors, subordinates, agency personnel and the public.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a CAC Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. POSITION DESCRIPTION: Performs journeyman carpentry work under the general supervision of the Carpenter Foreman. Construct, repair and modification of various wooden products and wood substitutes, venetian blinds and shades, broken window panes, window sills, screen doors, windows, towel racks, hat racks, rocking chairs and various other pieces of furniture. Install and/or replaces floor tile, laminate, VCT and linoleum. Install laminated plastic on the counter tops and shelves. Adjust and/or replace doors. Constructs crates for shipping. Build shelves in closets, tables, stand, etc. Construct forms for pouring concrete, installs reinforcing metals, places concrete and finished slabs. Sand, finish, refinish varnished and stained furniture and other finished articles of wood. Construct all manner of detailed carpentry projects from shop drawings, layouts, surveys or blueprints Implement layouts of necessary alterations for the installation of new equipment. Complies with OSHA and other safety requirements. Drive trucks up to two tons and forklifts in performance of duties. Assist in other crafts outside the scope of his regular duties. Must maintain and wear all safety related equipment and/or report any violations or deficiencies. Must use energy conservation measures and ensure that these measures are taken daily before leaving the job site. Maintain accountability of all equipment and /or ensure data cards are up to date. Maintain and practice good environmental protection measures. Must respond to tenant requests with professionalism and courtesy. Must inform the supervisor of all telephone and address changes. Completion of SHARP Training and fosters sexual harassment free environment. Completion of Ethics and Suicide Prevention Trainings. Completion of all LMD training requirements annually. Perform other duties assigned.

5. APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **To obtain a LANG-LMD-H Form 10 (State Application) contact the following Human Resources Employee Assistance Office.**

Ms. Carol Hadley
LMD-HR, Carville, La.
E-mail: carol.m.hadley.nfg@mail.mil
Office: (225) 319-4814
Fax: (225) 319-4772